

10 August 1964

MEMORANDUM FOR: Deputy Director for Support

SUBJECT: Administrative Plan for the Headquarters Building
Exercise Room

REFERENCE: Memorandum from Acting Director of Personnel,
subject as above, dated 10 August 1964

1. The Medical Staff does not concur in the recommendation contained in paragraph 4b of reference memorandum.
2. It is our opinion that employees receiving medical therapy or physical reconditioning on referral from the Medical Staff should not be charged for use of the Exercise Room. This position, in our judgment, is also consistent with the provision in the reference memorandum itself (paragraph 3f) that proposes that such personnel be permitted to use the Exercise Room during regular duty hours without charge to leave.
3. It is accordingly recommended that paragraph 4b of the reference memorandum be revised to exclude from any fee charge employees referred by this staff for therapy or physical reconditioning.

JOHN B. WHELAN, M.D.
Chief, Medical Staff

STATINTL

MS/Exo [] jv

Distribution:

- Orig & 4 - Addressee (w/basic ref)
- 2 - O-Exo/MS (w/cc ref - w/o atts)
- 2 - O-C/MS (w/cc ref - w/o atts)

MEMORANDUM FOR : Deputy Director for Support

SUBJECT : Administrative Plan for the Headquarters Building
Exercise Room

REFERENCE : Memo for DD/S from D/Pers; Subj: Headquarters
Building Exercise Room, dated 26 June 1964

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 4.

2. Referenced memorandum approved \$19,590 to be spent for construction costs and for equipment in the Agency's Exercise Room (Tab A). On 30 June 1964, the Office of Logistics obligated the funds for the equipment in Attachment B to Tab A and for the construction cost in Attachment C to Tab A.

3. In accordance with your request, we have developed the following proposal for administering the Exercise Room facility:

a. Supervision: Certain employees of the Benefits and Services Division of this Office are familiar with this type of program and the facility is basically an employee service. Therefore, while regular and close liaison with the Medical Staff would be essential, we believe that the Office of Personnel should have responsibility for the overall supervision of the Exercise Room and of the staff required.

b. Utilization:

(1) The space designated for this facility can accommodate 24 individuals at various stations while another 11 could at the same time be using the track or working out with medicine balls and on mats—a total of 35 individuals. If group exercises (calisthenics) were conducted, it is estimated that 35 to 40 individuals could be accommodated at one time. However, until we have some experience, we cannot predict the use that will be made of the Exercise Room. This is especially true in view of our proposal below that a charge be made for the use of the facility. Experience in Exercise Rooms in other agencies has shown that after the opening day appeal has worn off there are two types of individuals who regularly use the Exercise Room—those who are directed to use it and those who are physical fitness devotees.

(2) In view of the basic purpose of the Exercise Room and its limited capacity, usage will be given an absolute priority to persons receiving medical therapy and physical conditioning related to official duties or standby TDY requirements. On a space available basis, we believe that the facility should be available to all other employees; but until we develop some experience, we propose to limit the facility to male employees.

c. Service Charge:

(1) The Pentagon Officers' Club charges \$35.00 annual dues which includes the use of all facilities, lockers, and towels; the Department of State charges \$15.00 annual dues and expects members to pay on the honor system \$.10 for shower and towel. Both of these Health Rooms were equipped from non-appropriated funds.

(2) We think, as a result of informal discussions, that an annual fee is the more practical arrangement for Agency individuals who anticipate frequent use of the Exercise Room. Accordingly, we think a charge of \$10.00 for the first year is reasonable. This figure can be adjusted based on experience. We propose that membership dues be paid at the Agency ticket counter in the North Concourse. If this is approved, we will work out the details for using identification cards.

(3) For individuals who will use the Exercise Room infrequently, we suggest a charge of \$.25 per visit. This charge will be subject to change based on experience. We propose that the individual tickets be available for sale at the Agency ticket counter in the North Concourse. If an individual uses the Exercise Room when an attendant is not on duty, we propose that he sign a register using only his first name and Agency badge number. Administrative details will be arranged to collect the \$.25 fee if the user is not an individual who has paid his annual dues.

(4) We suggest that until 1 January 1965 the cleaning of the Exercise Room be performed by a special cleaning detail on an overtime basis and paid from appropriated funds. We think the main room and shower area can be cleaned in two hours or less. Also until 1 January 1965, we suggest that we be authorized to detail an individual to handle the laundry service, both personal clothes and towels in addition to his regular duties. The time

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required for these services probably will be two hours each work day. For example, we might arrange for one of the men who work near the area of the Exercise Room to perform these services when he is not otherwise engaged, or we might arrange for a detail from IAS "as when needed", or some other similar arrangement.

d. Hours of Use: So that all male individuals will have access to the exercise facilities at hours convenient to them, we recommend that the doors to the Exercise Room be unlocked at all times. However, we propose that an attendant be on duty from 1000 hours until 1800 hours, Monday through Friday. Personnel using the room other than these hours will be asked to sign a register book, and administrative details will be worked out later to collect appropriate fees.

e. Staffing and Budget:

(1) It is important that the individual in charge of the Exercise Room have the appropriate education and experience qualifications. A qualified physical fitness director will most likely enhance the motivation of the participant, he will complement the Medical Staff's recommendations, and he will be able to offer maximum training and guidance to participants. Therefore, we feel that we should have a well-qualified physical fitness director in charge of the Exercise Room and a combination custodian/attendant. The latter will be employed to be in charge of equipment, arrange for the laundry, and be available to assist in handling reservations. However, we propose that the custodian/attendant be employed only after we have had sufficient experience of participation and can prepare an estimate of income so that his salary can be paid from funds collected from the users of the Exercise Room.

(2) The annual salary of the physical director of the Exercise Room is estimated to be ten to twelve thousand dollars. Our preliminary estimate for supplies including towels, laundry, and soap, and custodian/attendant is \$8,500.00. If the \$8,500.00 is to be paid from non-appropriated funds, we reiterate that we need until 1 January 1965 to determine if the usage of the Exercise Room will support this expenditure.

f. Duty Status of Users: Individuals who are scheduled to use the Exercise Room for medical therapy and directed physical conditioning related to official duties should be permitted to use the Exercise Room during their regular duty hours without charge to leave. Other

personnel who use the Exercise Room on a voluntary basis should be encouraged to use the room before or after their regular duty hours. If used during their regular duty hours, they should be charged leave or, with the permission of their supervisors, arrange to work compensatory time when the type and nature of their duties will permit without loss of efficiency and effectiveness.

4. In summary, we recommend that:

a. The Director of Personnel be responsible for the management of the Exercise Room;

b. The Exercise Room be available on a priority basis to individuals receiving therapy or taking a physical conditioning related to official duties and initially to other male employees on a reservation basis and that all users be charged a fee;

c. That an annual fee of \$10.00 be charged for unlimited use or if an individual prefers he be charged \$.25 for each visit if he does not pay an annual fee. We recommend that the ticket service of the Employee Activity Association be authorized to sell both annual memberships and individual tickets. Personnel who use the Exercise Room when an attendant is not on duty will be asked to sign a register on the honor system and administrative arrangements will be worked out to collect the appropriate fee;

d. One employee be employed as the physical fitness director and his salary paid from appropriated funds;

e. That until 1 January 1965 attendant/custodian service be provided on a detail basis in addition to the regular duties of the employee. We estimate the detail need not exceed two hours each work day.


f. That until 1 January 1965 the laundry service and cleaning of the Exercise Room be paid for from appropriated funds. We then will have sufficient experience to know whether we can pay for these services from non-appropriated funds;

g. That the Exercise Room be open for use at all times but that an attendant be on duty from 1000 hours to 1800 hours on work days; and

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10. Necessary additional funds and personnel actions be allocated to the Office of Personnel to maintain this facility when it is available for use.

STATINTL


Acting Director of Personnel

Concur:

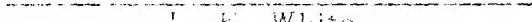

Dr. John R. Trojen

Dr. John R. Trojen
Chief, Medical Staff

11 AUG 1964

Date

The recommendations contained in paragraph 4 are approved:

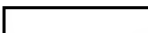

L. E. White
Deputy Director
for Support

Date

Distribution:

- 1 - D/Pers w/one copy reference & Attachments A, B, C (after approval)
- 2 - D/S w/one copy reference & Attachments A, B, C
- 1 - Medical Staff w/one copy reference & Attachments B, C
- 1 - D/ISD w/o Ref
- 1 - Dir. Room File w/o Ref (w/held)

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OP/ISD  bhd (10 August 1964)

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MEMORANDUM FOR : Deputy Director for Support

SUBJECT : Headquarters Building Exercise Room

1. This memorandum contains a recommendation for your approval. Such recommendation is contained in paragraph 5.

2. In accordance with your instructions, we have visited the exercise rooms in several Federal buildings and in two private clubs. By talking to the directors of these exercise rooms, we have learned what physical fitness equipment they consider to be the most practical, as well as the equipment which is less practical. We also invited two physical fitness experts to visit the proposed exercise room area in Headquarters Building and asked them to suggest the kind of equipment it can accommodate and the most practical location of equipment.

3. Attachment A is a floor plan of the proposed exercise room showing the physical fitness equipment and office space which we recommend be installed. This proposal adopts the consultants' advice wherever practical, as well as our own observations of exercise rooms we visited.

4. Attachment B lists the physical fitness equipment which we recommend be purchased for installation in the exercise room and which is estimated to cost \$9,500. Attachment C is a list of the construction requirements in the proposed exercise room area to properly prepare the present area for a physical fitness program. This estimated construction cost is \$10,000.

5. We recommend that you approve the expenditure of \$19,500 for construction costs and for equipment which will be installed in the Agency's exercise room.

STATINTL

[Redacted Signature Box]

Emmett D. Echols
Director of Personnel

The recommendation in paragraph 5 is approved:

STATINTL

[Redacted Signature Box]

L. E. White
Deputy Director
for Support

27 June 64
Date

SUBJECT: Headquarters Building Exercise Room

Distribution:

- 0 & 1 - D/Pers (after approval) 1 copy Att. A
- 2 - DD/S (1 copy Att A)
- 2 - D/Log (1 copy Att A)
- 1 - G/BSD (w/o att A)
- 1 - Exer. Room File (w/o Att. A)

OP/BSD/[] bhd(26 June 1964)

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